TYPING PROFESSOR

For Your Commodore 16

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COMPUTERS

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DESCRIPTION OF THE PROGRAM

Typing Professor is a fun instructional program which teaches the basics of touch typing. Because Typing Professor's nineteen practice exercises increase in difficulty, beginners, as well as those interested in improving their typing skills, benefit from this program.

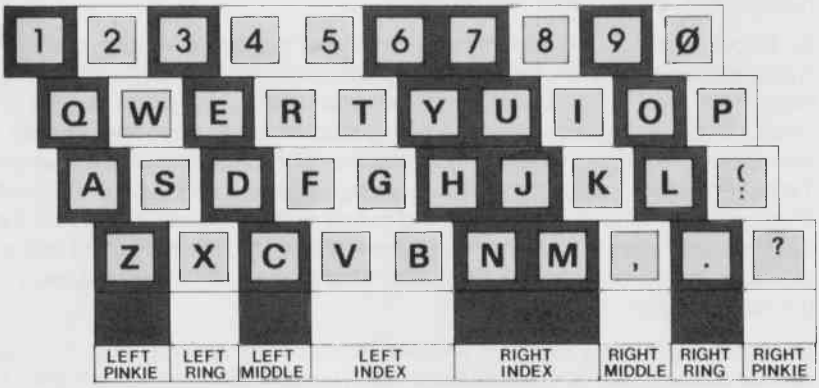
By following simple on-screen instructions and practicing various exercises, typing students learn the location of keys on their computer and correct finger placement. Typing speed also increases as a result of the practice drills provided. To encourage accuracy, the typing student is informed immediately of any errors. Along with informing the learner of the number of errors made, Typing Professor also records the percentage of errors and the typing speed. (Typing speed is tracked and recorded in two of the nineteen exercises.) Typing Professor also helps determine where more practice is needed and encourages review of any weak skill area. This saves both time and energy on the learner's part.

So whether you are a beginner who knows very little about typing, or an advanced student, who just wants some more practice with typing, let's start on a journey through the world of typing, with Typing Professor.

Please note: This manual refers to the Commodore 16 computer throughout; however, this software will also run on a Commodore Plus/4 computer. The only difference is that the keyboard shown on the screen will be that of a Commodore 16.

TYPING AND CORRECT FINGERING

Here is a chart showing the fingers of your hands and the keys that each finger is responsible for typing. The chart shows the easiest and most efficient use of all your fingers. To avoid confusion and inefficiency, try to use correct finger placement. Keep your eyes on the screen at all times, and do not peek at your hands when typing.



NOTES

1. Typing Professor is designed to teach you touch typing. This means that you should type ENTIRELY by touch—NOT by looking at your fingers!

   Looking at your fingers slows you down and tends to increase your error rate. In order to touch type, you must look only at the material you want typed. Looking back and forth from your fingers to the typing material will cause you to loose your place or decrease your typing speed. If you NEVER take your eyes off the typing material, you have less chance of getting lost.

2. Be sure to watch for capital letters, punctuation, and spaces in the typing exercises.

3. Be careful not to confuse the number zero (0) with the letter O or the number one (1) with the letter I.

4. Typing Professor does not allow shifted spaces. This means that you can not have the SHIFT LOCK on when you press the SPACEBAR. If you do hold down the SHIFT and press the SPACEBAR it will be counted as an error. It is important to remember this when you are typing something in capital letters.

5. It is a good idea to say each letter as you type it. This reinforces the skills you are learning.

POWER UP INSTRUCTIONS

"Power Up" means connecting your monitor and DATASSETTE (T.M.) to your Commodore 16 and turning **ON** all of your equipment, in the following order:

1. Turn **ON** your monitor.
2. Turn **ON** your Commodore 16.

LOADING INSTRUCTIONS

Typing Professor has two tapes included in the package. One tape has side 1 and side 2, and the other tape has side 3 and side 4. We refer to these sides throughout the manual.

1. With Side 1 facing up, place the Typing Professor cassette into your DATASSETTE (T.M.).

You will use side 1 for lessons 1—9. If you wish to start with the lessons 10—17 place side 2 into your DATASSETTE (T.M.). Place side 3 into your DATASSETTE (T.M.) to begin with lessons 18—19.

2. Close the DATASSETTE (T.M.) cover and press the **REWIND** button.
3. When the tape is completely rewound, press the **STOP** button.
4. On the keyboard, type: **LOAD** 〈**RETURN**〉
   Note: 〈RETURN〉 always means to press the RETURN key.
5. Your screen tells you to: PRESS PLAY ON TAPE.
6. Press the **PLAY** button on your DATASSETTE (T.M.), and the screen flashes:

```
READY
LOAD

PRESS PLAY ON TAPE
OK
SEARCHING
```

7. The screen goes blank for a little bit, then once the computer finds the program, FOUND TT16 and LOADING are displayed.

NOTE: Do not touch any keys or buttons while the tape is moving! Touching any keys may interrupt the loading process, and you will have to start reloading from the very beginning. This will happen anytime the tape is moving. Even later, when you want to load other parts of the program, it is important that you do not touch any keys while the tape is moving!

8. Again the screen blanks, and later, your screen shows:

```
READY
LOAD

PRESS PLAY ON TAPE
OK
SEARCHING
FOUND TT16
LOADING
READY
```

There will be a blinking box underneath the READY. (The blinking box is a cursor which shows where the next character you type will be placed.)

9. To begin the program, type: **RUN** ⟨**RETURN**⟩

Please note: Until your monitor shows a screen with a **flashing** "press any key to begin" at the very bottom of the screen, do not rewind the tape or take it out of the DATASSETTE (T.M.). The program only loads small bits of information at a time, and for a while yet, it will still need to load information from this side of your tape.

HOW TO USE THE PROGRAM

To use this program, it is essential that you follow the directions given on the screen. These directions make Typing Professor easy to use since everything you need to know is always right in front of you.

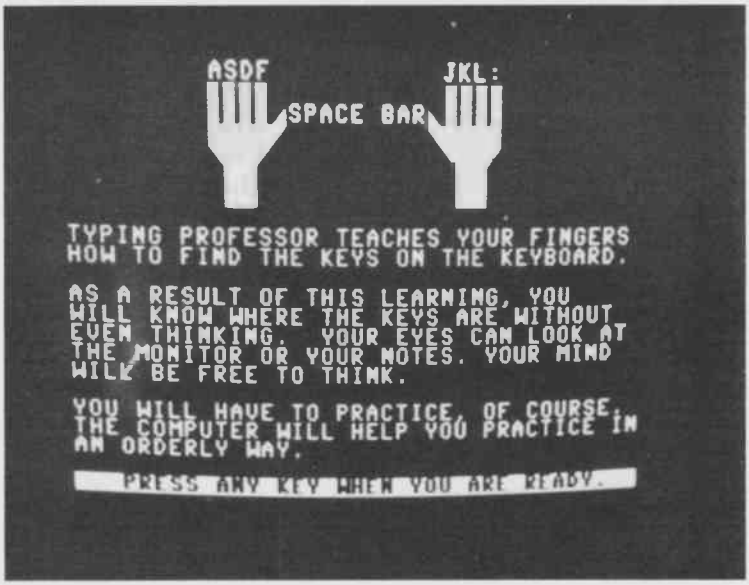
Getting Started

Once you have powered up your Commodore 16 and loaded Typing Professor, you are ready to begin. After the program has loaded, a title screen appears. Soon, the screen blanks, and the tape moves. After a few minutes, the program asks you if you need instructions.

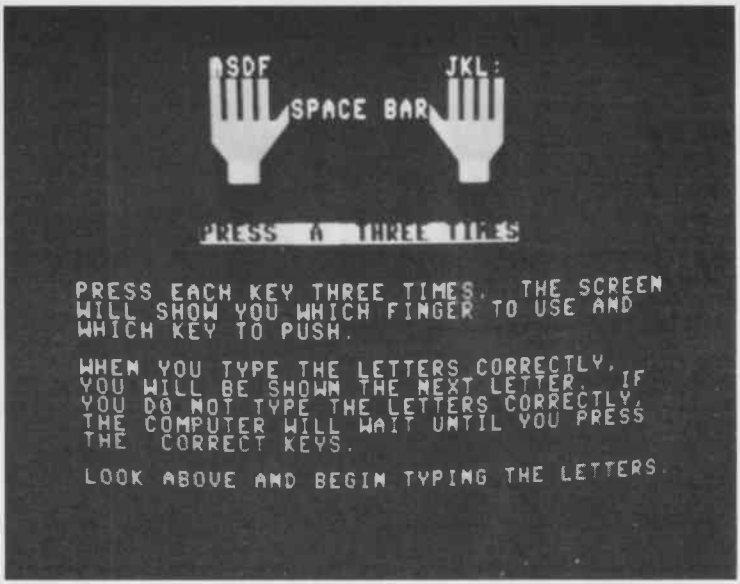
If this is your first time using the program or you forget what to do, it is a good idea to read the on-screen instructions. You can discover more information about how to use this program (in addition to the information in this manual), find out where to place your fingers on the keyboard, and learn other valuable information about typing in general. If instructions are desired, type **Y** for yes; if not, type **N** for no.

The Instructions

There is a lot of valuable information in the instructions. Press any key on your Commodore 16 to move through the instruction screens. **Please note:** Be very careful not to touch your keyboard until you are done reading each screen, otherwise, that information may clear and a new page of instructions will appear.



One of the instruction screens is an exercise showing where to place your fingers on the keyboard. Two hands appear at the top of the screen. You see above each finger, the letter on which that finger should be placed. For example, above the little finger of the left hand 'A' is seen. Place your fingers on the keyboard following this screen illustration.



Note: This is the only place that we encourage you to look at your keyboard These are the "home row keys" (a s d f j k l :). When your fingers are on these keys, you are said to be in the "home row position". Anytime that your fingers are not working, they should be in their home row positions. It may be a good idea to place tape over the keys 'f' and 'j' to remind you where to place your fingers.

HOME ROW POSITIONS

Following the instructions described above, you must press each home row three times using the appropriate finger. Remember, always keep your fingers on the home row keys unless they are typing another key. A letter above a finger flashes, cueing you to press that key with that finger. Once the key has been pressed three times, the next letter flashes. The computer does not permit you to go to the next letter until the CORRECT one has been typed three times.

Note: There is only one instruction screen that allows you to type more than one letter before the screen clears; therefore, read each instruction screen completely before touching anything on your keyboard. At the bottom of each screen are directions about what to do next: press any key to continue or type each home row key three times.

Exercise Table of Contents

After you have completed the instructions, the screen goes blank and the tape loads more information into your Commodore 16. After a while, the first exercise screen appears. The following is a list of the exercises in this program and their contents:

Exercise 1 — All fingers

Exercise 2 — Index fingers

Exercise 3 — Middle fingers

Exercise 4 — Ring fingers

Exercise 5 — Little fingers

Exercise 6 — Index fingers

Exercise 7 — Middle fingers

Exercise 8 — Ring fingers

Exercise 9 — Little fingers

Exercise 10 — Index and middle fingers

Exercise 11 — Index and ring fingers

Exercise 12 — Index and little fingers

Exercise 13 — Middle and ring fingers

Exercise 14 — Middle and little fingers

Exercise 15 — Little and ring fingers

Exercise 16 — All fingers (word drills only)

Exercise 17 — All fingers (same word drills as Exercise 16, but speed is counted)

Exercise 18 — All fingers (sentence drills only)

Exercise 19 — All fingers (same sentence drills as Exercise 18, but speed is counted)

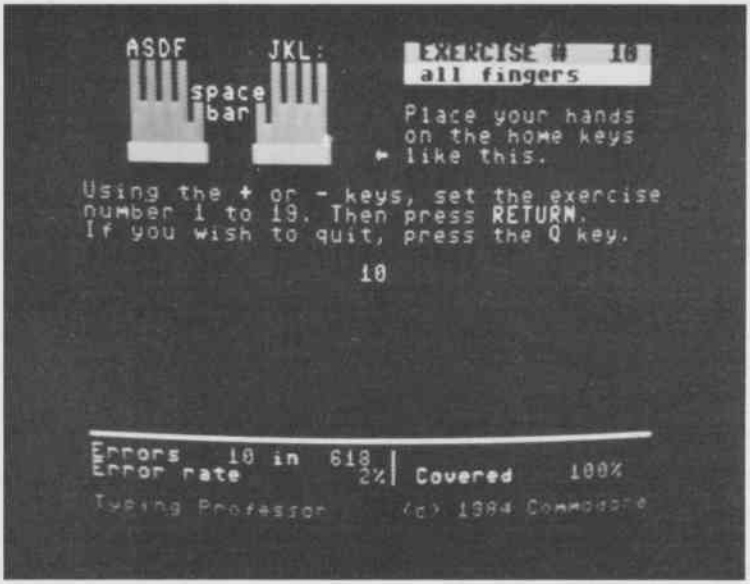
The nineteen exercises include practice with letter combinations, words, and sentences. In exercises 1—9, each drill is presented two times with the keyboard shown and the appropriate letter flashing, two times with only the keyboard shown, and two times with no keyboard visible. Exercises 10—19 offer a special challenge with no keyboard shown.

Loading the Desired Exercise

At the first exercise screen you have the option to start with the first exercise or choose another. If you wish to begin with exercise 1, press any key to start your typing exercise.

If you wish to start with another exercise, press the asterisk (*) once. The screen then indicates that the + or — keys may be used to set the exercise number from 1—19. Press the + key for higher numbered exercises or the — key for lower numbered exercises. Press 〈RETURN〉 when the desired exercise appears.

From this screen you also have the option to quit by pressing "Q" (for Quit). If you decide to do this, be careful because pressing "Q" sends the computer back to the start up condition. Be sure that the PLAY button on your DATASSETTE (T.M.) is up **before** you press the "Q" to quit.



If you choose any exercise between 1 and 9, the program tells you to press any key when you are ready, or press the * if you want to choose another exercise.

If you choose sets 10—17 or 18—19, you are given on-screen directions for loading the exercise you want to use. Simply insert side 4 into the DATASSETTE (T.M.) and REWIND the tape. Be sure to hit the STOP button after the tape is rewound; otherwise, the program will never tell you to press the PLAY button. Without pressing the PLAY button, the tape can never load your lessons.

Note: As you become more familiar with Typing Professor, you will find tape counter tricks that may help you load the desired exercises quicker.

We recommend that you diligently work through all the material in order. Do not skip exercises. The asterisk (*) is there only for your convenience to:

- Repeat an exercise (pressing the * less than 3 times, then pressing another key, takes you back to the beginning of that exercise or the last keys practiced).
- scan the contents and instructions.
- move to another exercise if you picked one in error.
- let someone else use another exercise.

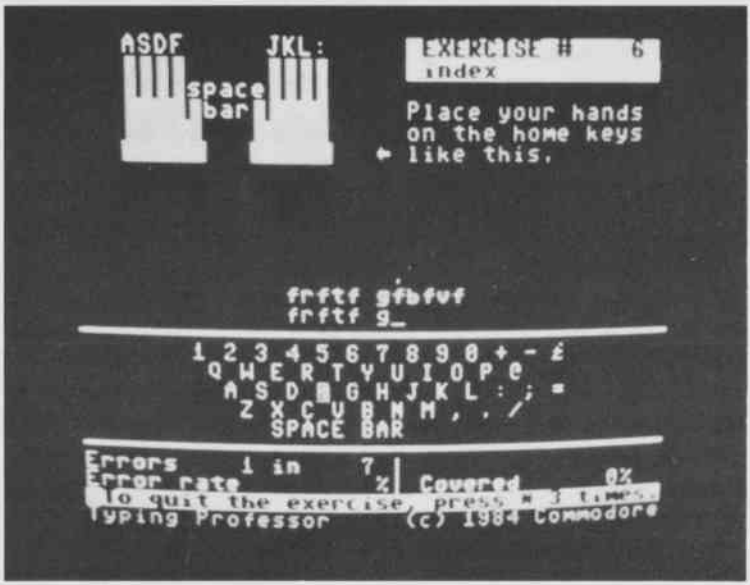
If at anytime you would like to stop working on a particular exercise or choose another exercise, this may be done by pressing the asterisk (*) three times. This ends the lesson at that point and suggests lessons to review. From that point, you can press the asterisk (*) to choose another lesson.

Using the Exercises

When an exercise has been chosen, notice a picture of hands on the left of the screen. Above each finger the home row keys are shown. Below the picture, directions are given. It is essential that the typist follows all directions given on the screen.

The computer gives letter combinations, words, and sentences in blue for you to type. In addition, a flashing block over the letter on the keyboard picture shows where the desired key is located and where to reach (up or down), if necessary. When a key is to be shifted, a block saying SHIFT will appear. That means to hold down the right or left SHIFT key as you are typing that key. Your job is to type the appropriate letter. The letters you type appear in white.

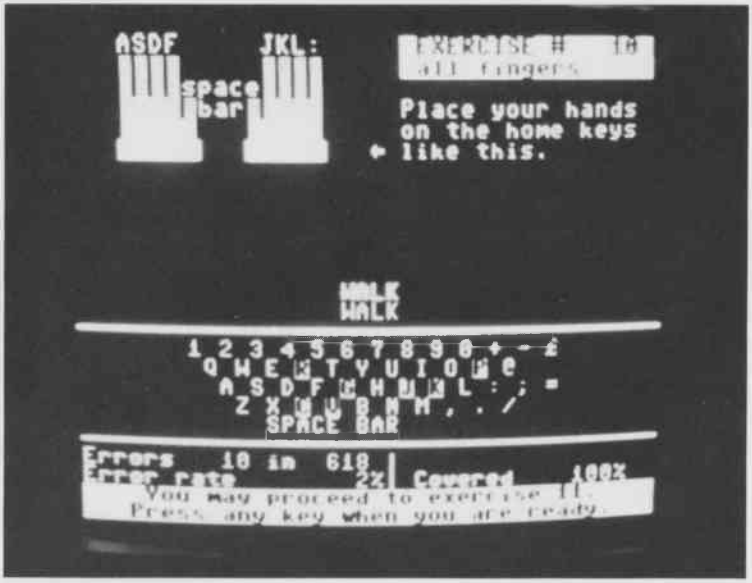
If an incorrect key is pressed, a dot appears above the blue letter to indicate that a mistake has been made. Regardless of how many times a letter is typed mistakenly, it is counted as just one mistake. You are not permitted to proceed, however, until the correct letter is typed.



A report of errors is shown at the bottom of the screen throughout the exercises. It gives the number of errors, the number of keystrokes, and an error rate in the form of a percentage. For exercises 17 and 19, speed is also calculated. In these two exercises only, the words per minute are reported and the percentage of the exercises covered is given.

Your speed is calculated by using this formula:

$$\frac{\text{\# keystrokes/6}}{\text{time in minutes}} = \text{words/minute}$$



The typing speed and the number of errors are calculated separately. You may be typing very fast and think that it is great, but always pay attention to how many errors you are making. Fast typing with lots of errors is not desirable and should be improved. The goal is to learn to type fast with relatively few errors. Even typing slowly with a few or no errors is better than typing quickly but poorly. NEVER give up quality for quantity!

If you have many errors in a particular exercise, the computer encourages practicing this exercise again or it may encourage you to go to an earlier exercise that practices the necessary keys. Remember, however, you and the computer are working together. If you do not feel comfortable with any exercise chosen, press the asterisk (*) anytime, in order to go to a different exercise. It is, however, usually a good idea to follow the computer's suggestions. It is programmed to get you typing at your best. Remember, practice makes perfect!

In the chart below, error rates are given. These are the highest error rates you are allowed before the computer suggests that you repeat the exercise or go back to an earlier exercise. For example, if you have completed all of exercise 2 and have a 5% error rate, the computer encourages you to try that exercise, again. If, on the other hand, you only have a 2% error rate in exercise 2, the computer will send you on to exercise 3.

ERROR RATES

Lessons	1-5	4% error rate
Lessons	6-9	4% error rate
Lessons	10-15	2% error rate
Lessons	16-19	1% error rate

The timed exercises (17 and 19) continue for several minutes; however, you may stop at anytime and receive accurate results about your progress. For example, a time may be set for three minutes and the score checked at the end of that time. Press the asterisk (*) three times to quit and check your score. The computer may ask you to repeat this exercise if the speed is not 35 words per minute or if the errors are more than 1%. You must type 35 words per minute AND have an error rate less than 1% for the computer to be satisfied. Typing Professor wants your best—quality AND quantity!

WHEN YOU SIT AT YOUR COMMODORE COMPUTER TO LEARN HOW TO TYPE, REMEMBER:

You are going to learn the keys by "touch or feel," not by looking at them.

GOOD TYPING HABITS

- Sit up straight in the center of your chair.
- Put your feet flat on the floor.
- Place your little finger of your left hand on "A", your next finger on "S", next finger on "D", and your index finger on "F".
  Place your little finger of your right hand on ":", your next finger on "L", next finger on "K", and your index finger on "J".
  Note the "G" and "H" keys in the Home Row should not have any finger placed on them.
- Your fingers are now on the Home Row Keys.
- Slightly raise your wrists so they do not touch the table or computer.
- Bend your fingers so that you will be typing on the ends of them.

FINDING OTHER KEYS

- Always start to type with your fingers in the Home Row position.
- To reach other keys, start from the Home Row position. For example, with the middle finger of your left hand on the "D" key, reach up to strike the "E" key.
- If you learn to reach from the Home Row position you will rarely make an error or have to look back at the keyboard to find a key.

WHEN YOU BEGIN TYPING

- Always check to be sure your hands are in the Home Row position before starting to type.
- Type with light, sharp strokes for speed and accuracy.
- CONCENTRATE on keeping your eyes on your drill or composition.
- To develop good typing speed, do not let your eyes watch your hands type.
- THINK where each letter is; do not look to see the keyboard.

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